

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE 1 OF 6 PAGES
2. AMENDMENT/MODIFICATION NO. <b>0002</b>	3. EFFECTIVE DATE <b>4/15/2000</b>	4. REQUISITION/PURCHASE REQ. NO. <b>25-3166</b>	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. DOT/RSPA/Volpe National Transportation Systems Center Attn: Ms. Donna Brickley, Mail Stop DTS-853 55 Broadway, Cambridge, MA 02142		7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)		(✓) <b>X</b>	9A. AMENDMENT OF SOLICITATION NO. <b>DTRS57-02-R-20011</b>	
			9B. DATED (SEE ITEM 11) <b>March 15, 2002</b>	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

**X** The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, **X** is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and **returning 3 copies of the amendment**; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, [ ] is required to sign this document and return \_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Attached Pages

The Due Date/Local Time for receipt of offers HAS NOT BEEN EXTENDED and remains 1400 EST, MAY 1, 2002.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

A. The purpose of the Amendment is to provide a Government response to questions that have been received after the pre-proposal conference that took place on March 28, 2002. This information is being provided for informational purposes only.

**1. Question:** The current resume submission requirement of 80% is highly uncommon in solicitations where incumbent employees may contribute “best value” by providing continuity of operations. Such a high percentage requirement provides an unfair advantage to the incumbent contractor and it seems to restrict competition. Would you consider relaxing this requirement to only a few key individuals?

**Response:** Amendment No. 0002, Paragraph B, responds to this question.

**2. Question:** The incumbent employees are not aware of the resume submission requirement and are under the impression that they will be eligible for transition consideration without resume submission. Would you consider issuing a statement that the incumbent employees are free to provide their resume to other companies and not doing so may preclude their consideration for transition?

**Response:** Since there is no contractual relationship between the Government and the employees of an incumbent Contractor, the Government is unable to make such a statement.

**3. Question:** Can resume submission include representative resumes reflecting skill qualifications, education, and experience planned for the contract or are the submitted resumes required to be assigned to the contract upon award?

**Response:** Amendment No. 0002, Paragraph B, responds to this question.

**4. Question:** The Hypothetical Task calls for an 8.5x11” proposed tri-fold brochure, on a single page (L.6.B.1.a). Can the proposed brochure be double sided or 2 single-sided pages in order to view both sides?

**Response:** The brochure shall be double sided.

**5. Question:** The RFP describes the technical function areas (C.4) and anticipated level of effort (C.7), and instructs the offeror to develop labor categories and skill mix levels consistent with its technical approach to personnel resources management (L.7.C.21). However the RFP also states (L.7.C.3) “the Service Contract Act covers some of the sence of government specified labor categories, should the offeror assume that SCA coverage on the new contract would be consistent with current Volpe practice? If so, please provide guidance regarding what percentage of the level of effort is currently performed by which SCA category.

(Continuation of Question 5)

**Response:** As stated in your question, Section L, Paragraph L.7.C.21, instructs each offeror to develop labor categories and skill mix levels consistent with its technical approach to personnel resources management. This solicitation includes Attachment J.8, U.S. Department of Labor (DOL) Wage Determination (WD) No. 1994-2256, Revision 15. Each offeror is required to comply with the Federal Acquisition Clause 52.222-41 titled "Service Contract Act of 1965, as Amended and the U.S. DOL WD.

**6. Question:** During the tour of the Volpe Center, March 28<sup>th</sup>, it was indicated that the color copiers are part of the contract. However, the RFP (L.7.C.22) indicates only the convenience copiers are part of the contract. Is the color printer/copier considered a convenience copier?

**Response:** Yes. Amendment No. 0001 includes Attachment J.9 which lists the Government Furnished Property.

**7. Question:** Our understanding is that the current contract includes equipment supplied by the government other than convenience copiers, such as bindery equipment, laser printers and computers. Will this equipment and related supplies be provided by the government for the next contract?

**Response:** Yes. Amendment No. 0001 includes Attachment J.9 which lists the Government Furnished Property.

**8. Question:** Clause 52.216-7, Allowable Cost and Payment, allows the contractor to invoice twice monthly. However, Attachment J.4, Billing Instructions and Procedures for Contractor, indicates that vouchers may be submitted at the beginning of each calendar month. As an 8(a) Small Business contractor, would the Volpe Center consider allowing vouchers for labor to be submitted twice a month?

**Response:** Yes

**9. Question:** Section L.5.J, Text, states that type size shall be Times New Roman 12 point proportional or equivalent. Can a smaller/different font be used with tables and graphics?

**Response:** Yes

**10. Question:** Section L.7.C.22.a states: "Offeror must provide information on its technical approach to satisfying the requirement, which could include dedicated equipment on-site at the Volpe Center, drawing on corporate resources, teaming with

(Continuation of Question 10)

commercial reproduction vendors, or a combination. Equipment to perform production services, excluding convenience copiers is NOT provided by Government. Estimated production workload is provided in Section J, Attachment J.10, Estimated Annual Volumes. Disclose clearly estimated cost and recovery method.”

Based on experience in previous years, what is the estimated percentage of the requirements that require equipment resources outside of the Volpe Center?

**Response:** The estimated percentage of the requirements that require equipment resources outside of the Volpe Center is 90%.

**11. Question:** Section L.7.C.3 states: “As the preponderance of this requirement is performed on site with a dedicated staff, Offerors are cautioned that the Government is concerned about project continuity. Non-incumbent Offerors shall explain the extent to which the incumbent’s employees will be integrated into its workforce and demonstrate the incorporation of those employees’ salaries into the Offeror’s proposed labor rates such that the Government will be satisfied that the Offeror will be able to retain the employees it intends to keep.”

In order for non-incumbent Offerors to satisfy this RFP requirement, will the Government provide the current number of incumbent employees by labor category and associated salaries?

**Response:** The Government will not provide Contractor employee salary data.

There are a number of references to staffing in Section L of the solicitation including Paragraphs L.7.C.2 titled Consistency Between the Cost Proposal and the Technical Proposal, L.7.C.3 titled Labor-General, and L.7.C.5 titled Compensation, addressing the integration of the incumbent contractor’s staff. These references should not be construed to mean that an Offeror who develops a staffing plan that does not draw heavily from the incumbent’s employees is disadvantaged simply because of it. It does mean, however, that should an Offeror propose to rely heavily on the incumbent’s existing staff, it’s the offeror’s responsibility to ensure its cost proposal will be adequate to hire them. A cost proposal that reflects a reduction in pay or considerable loss of fringe benefits without supporting rationale for the existing staff could cause the Government to determine either the cost proposal is understated and/or to consider the likelihood of success to be risky.

Similarly, the fewer of the existing staff an Offeror intends to integrate, the more important a clear, well-thought-out transition plan becomes. It’s the Offeror’s responsibility to select a staffing plan and then provide labor rate and fringe benefit

(Continuation of Question 11)

information that convinces the Government that the staffing approach is likely to succeed for the cost proposed.

**12. Question:** I noticed that our proposal will need to include DOT existing personnel. Do we need to count their costs in our bid? How many existing staff members are there? And what are their rates?

**Response:** See the response to the above Question Number 11.

B. Amend Page 57 of the solicitation, Paragraph L.6.B. titled "Proposal Content", by deleting Paragraph L.6.B.1.b. titled "Staffing" in its entirety and inserting in place thereof the following:

#### **L.6.B. PROPOSAL CONTENT**

##### **1. PART 1 – WRITTEN MATERIAL**

##### **b. STAFFING**

The Offeror shall provide the resumes described below which demonstrate the qualifications of the Offeror's proposed personnel in terms of their technical expertise, experience, education, capabilities, and accomplishments relevant to the functional area of requirements of CLIN 0003 and 0004 of this contract.

The Offeror shall also include an organizational chart and a matrix that maps the functions identified in CLIN 0003 and 0004 of the Statement of Work (SOW) to proposed personnel and level of effort. Any cross-functional utilization of staff should be clearly identified in the matrix.

##### **Resumes**

The Offeror shall submit resumes for each of the functional areas in CLIN 0003, Integrated Communications and Information Services as specified below.

<u>CLIN 0003</u>	<u>Minimum Number of Resumes</u>
Writing and Editing	5
Graphics	2
Multimedia/Audio-Visual	1
Conference Planning and Logistics	1

The Offeror shall submit resumes for all proposed personnel in support of the CLIN 0004, Production Services.

Resumes submitted for proposed personnel in support of CLIN 0003 and 0004 of the SOW will be identified by name and shall include, at a minimum, the position currently held by the individual, his/her responsibilities, total years with the firm, and a brief description of experience, education, and accomplishments. Resumes shall be provided for only those personnel for whom the Offeror can make a firm commitment. Therefore, include any letters of intent or commitment for staff not currently employed by the prime contractor or its subcontractors. Any uncertainties and/or part-time staff assignments should be clearly identified. Resumes must also be verifiable in that relevant dates, names, and addresses of educational institutions and employers must be provided for all experience, education, and specialized training claimed.

**C. The due date/local time for receipt of offers HAS NOT BEEN EXTENDED and remains 1400 EST, May 1, 2002.**

D. All other terms and conditions of the solicitation remain unchanged and in full force and effect.